

22 September 1977

STATINTL

MEMORANDUM FOR: Director of Data Processing
THROUGH : Executive Officer
FROM : [REDACTED]
Chief, Administrative Staff, ODP
SUBJECT : Administrative Staff Weekly Report
19-23 September 1977

1. SPACE

STATINTL

a. We sent a formal memo to Chief, Logistics Services Division "insisting" on an additional 3000 square feet of space in [REDACTED] Building for CAMS. [REDACTED]

STATINTL

b. We received a reply from OS/Physical Security Division saying that they could do nothing to provide for easier access between the 3rd and 4th floor of Ames Building and reminding us that we were aware of the problem when we accepted space on the 3rd floor. We intend to pursue this issue. [REDACTED]

STATINTL

2. PROPERTY ACCOUNTABILITY

We are exploring the possibility of redesigning our property records around the existing RAMIS data base now used for equipment maintenance and billings against contracts. This should save time and manual effort and provide for entirely adequate and much more realistic property control system. It should also provide some correlation between dollar figures for accountable property, current total investment in equipment in use, and total value of equipment in use. [REDACTED]

STATINTL

3. TRAINING

a. A DDA training officers meeting was held on 20 September to discuss clerical training needs, expanded use of the Career Trainee Program, establishment of DDA training program similar to the CTP, criteria for selection to

various courses (the Mid-Career Course is now to be reserved for GS-12-13 level candidates), and the administration of a survey which will contribute to the design of a new course for first line supervisors. [REDACTED]

STATINTL

b. We are in the final stages of rationalizing our ODP internal and external training plan for FY 78. We hope to present it to the career board for approval on 7 October. [REDACTED]

STATINTL

4. RECRUITERS' CONFERENCE

[REDACTED] briefed the annual Office of Personnel Recruiters Conference on 19 September 1977. The recruiters were present from all over the United States and were very interested in finding out exactly what ODP requirements were for personnel. [REDACTED] covered all of our requirements from the part-time Data Transcriber to the experienced Systems Programmer. The recruiters asked detailed questions concerning the growth of ADP in the Agency and as to what they should be looking for in terms of background and experience when they interviewed applicants interested in working with computers. [REDACTED]

STATINTL

5. EMPLOYEE DISCUSSION GROUPS

Two employee discussion groups were held this week--one for supervisors and one for non-supervisory personnel. Although there was a small turn out for each session, the discussion proved to be lively and much useful information was exchanged. If there is any interest expressed in future sessions they can be scheduled. [REDACTED]

STATINTL

6. INTERPRETERS FOR THE DEAF

We have a new applicant for contract work as a deaf sign language interpreter, instructor in sign language, etc. We are looking for an opportunity to employ her in an unclassified presentation so that we can evaluate whether we should apply for full security clearances. [REDACTED]

STATINTL

7. PARKING PERMITS

We are now distributing parking permits [REDACTED] Permits for Headquarters will be distributed next week. New permits are not valid until 3 October 1977. [REDACTED]

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